



## Virginia Resource-Use Education Council

P.O. Box 11104, Richmond, Virginia 23230-1104

Founded 1952

### Business Meeting Minutes, May 28, 2014

Meeting start: 2:00PM      End: 3:30PM

The May VRUEC business meeting was held at the Patrick Henry Building, Richmond, VA

***VRUEC Member Agency Representatives present:*** Joe Baust, Denny Casey, Alycia Crall, Lisa Deaton, Stephanie DeNicola, Dee DeRoche, Cindy Duncan, Greg Eaton, Suzie Gielly, Carol Heiser, Andrew Larkin, Sarah Nuss, Bill Portlock, Ellen Powell, Ann Regn, Eric Rhoades, David Ruble, Beth Sokolik, Tim Taglauer, Tamra Willis, Sonya Wolen, Barbara Young, Carol Zokaite, Sheila Barnett, Dan Cohen, Candace Lutzow-Felling,

***Guests:*** Jim Barnes, Susan Barnes, Page Hutchinson, Edward Kinman, Elaine Tholen, Kendall Tyree, Bonnie Phillips, Carol Heiser

#### I. Call To Order, Sonya Wolen

1. **Review of January 2014 meeting minutes, submitted by Candace Lutzow-Felling, presented by Beth Sokolik.** Numerous corrections to the minutes provided moved the group to table approval of minutes to next meeting allowing time for members to provide necessary corrections. **January 2014 meeting minutes to be approved at next meeting.**

#### 2. Treasurer's Report, submitted by Suzie Gilley

Checking Account Balance	\$ 2,736.29
Savings Account Balance	\$ 17,381.88
Unreimbursed expenses	\$ 1,798.61
Total Assets/ Fund Balance	<b>\$ 21,916.78</b>

<b>NOAA BWET Grant</b>	<b>\$ 107,800.00</b>
Expenses 9/1-3/30/14	\$ 34,241.60
Reimbursements to date	\$ 32,784.17
Balance of grant	<b>\$ 75,015.83</b>

#### 3. Committee Reports

- **Membership Committee, Sarah Nuss, VIMS**
  - i. Sarah provided a membership report based on the committees discussions since the last meeting. The committee brought forth an updated membership policy. The updated policy was unanimously approved as attached with these minutes.

- **NSTA Conference, Candace Lutzow-Felling, Blandy/UVA State Arboretum**
  - i. Candace provided updates on the upcoming NSTA conference to be held October 16<sup>th</sup>-18<sup>th</sup> in Richmond. VRUEC is a co-host leading the 'Get Your Nature On' thread. Candace noted that the VA Office of EE would be assisting with coordination of volunteers. Those interested in volunteering should contact David Ruble or Sheila Barnett.
- **Virginia's Natural Resources Education Guide, Barbara Young, DOE**
  - i. Barbara provided information on the dated Virginia's Natural Resources Education Guide and sought assistance to update the documents and incorporate any new and relevant subjects to the document to be available online. A sign-up sheet was distributed for any VRUEC members or partners interested in participating in the updates. Barbara will communicate with those interested via e-mail.

#### **4. Needs Assessment Update & Next Steps-**

- Updates on the 2013 Needs Assessment provided by Susan and Jim Barnes
- Susan and Jim Barnes of Barnes Technologies International, LLC provided an initial report on the progress of their work on the needs assessment intended to inform the VRUEC in the development of a statewide literacy plan for Virginia. The group was provided an overview of the online survey results which were also posted to the VRUEC Drop Box files. The Barnes' shared information about the process and protocol for the online survey as well as the nine focus groups held throughout the Commonwealth.
- The Barnes' noted that they will provide a final report of the VRUEC Needs Assessment by August 2014 which report will collaborate findings from the online survey as presented at this meeting and results from the focus groups. This final report will also include next steps for VRUEC to develop and implement an environmental literacy plan for Virginia.

- 5. Strategic Plan Update, OEE-Carol Zokaite** provided a few details on the work of the OEE. Mike Foreman had planned to provide the update but was sick and unable to make the meeting. A meeting would be set for the summer to discuss specifics of the Strategic Plan and related work.

## **II. New Business**

### **1. None brought forward at this time.**

Meeting Adjourned.

Attachments: VRUEC Membership Policy-Updated May 2014

Virginia Resource – Use Education Council  
P. O. Box 11104, Richmond, Virginia 23230 – 1104  
Membership Policy

In accordance with the present constitution of the Council, Article IV entitled *Membership* states; **Membership in the Council shall be composed of no more than two representatives of state and federal natural resource agencies, nonprofit natural resource organizations, the State Department of Education, and institutions of higher learning which are concerned with conservation education. Prospective member agencies and organizations shall be nominated by a member of the Council. Election to membership shall be by majority vote of members present at a regular meeting.**

Three memberships will be recognized and lists thereof maintained.

They are:

- **Regular** Representative of an agency or institution involved with conservation of Virginia's resources. Active status with full voting privileges and attendance obligations (2 meetings per year). No more than 20% of the total Council membership shall be made up of nonprofit organizations.
- **Associate** Includes all past active or fully retired regular Council members, additional members above two per organization that are interested in attending meetings, and Regional Environmental Education Team members. They have no voting privileges and no attendance obligations. Attend meetings when able. They are encouraged to take part in meetings, activities, and committees. Regional Teams: representatives from regional Environmental Education (EE) networks are classified as Associate Members and are encouraged to send a member of their team to participate in meetings, policy discussions and Council projects.
- **Prospective** Good candidates for possible membership. Council objective to distribute membership to maximum number of resource conservation agencies or institutions. Prospective member's name shall be introduced to Council during a regular meeting prior to the prospect's first attended meeting. With Council's approval, the Membership Chairman shall send the prospect an official invitation. The sponsor is responsible to see that the prospect is properly introduced to Council and attends two Council business meetings within a one year period. This procedure will help ensure attendance by prospective members at planned meetings until a decision is made by Council as to membership status. The Council will then vote on prospective members following their attendance to two Council meetings within the one year period. A majority vote on those Council members present will elect prospective members as stated in the Constitution. With knowledge by Membership Chairman to help coordinate agency representation, any Council member can nominate a prospective member, but attendance at two Council meetings within a one year period is necessary before voting to full membership.

Council members missing three consecutive business meetings will receive an email asking if they wish to continue membership in the Council. A positive reply from the member will automatically reinstate him. Upon receipt of a negative or no reply, the member will be dropped from the Council roles. Reinstatement will follow when member attends two meetings within a one year period.

Sometimes unavoidable conflicts occur, making it impossible to attend a Council meeting. Should this happen, the membership Chairman, or any member, shall be notified prior to meeting so that this absence will not be counted toward dismissal.

Revised 3/1984

Adopted 9/1984

Revised 1/2000

Adopted 2002

Revised 12/2011 to include Regional EE Teams

Revised 2/2014